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SECRETARY OF THE AIR FORCE**

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**Public Affairs**

**COMMUNITY RELATIONS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFPD 35-2, *Public Communications Programs*. It tells public affairs officers how to develop and manage community relations programs. It also explains the Air Force's guidance for participating in public events, staging civic leader tours, and conducting other community relations activities. For additional guidance on community relations activities, see: DoD Directive 5410.18, *Community Relations*, July 3, 1974, with Change 1; and DoD Instruction 5410.19, *Armed Forces Community Relations*, July 19, 1979. For additional guidance on air transportation requirements, see: DoD Directive 4500.9, *Transportation and Traffic Management*, January 26, 1989; with Changes 1 and 2, and DoD 4515.13-R, *Air Transportation Eligibility*, January 1980, with Change 1 (authorized by DoD Directive 4515.13, June 26, 1979). For additional guidance on Air Force participation in aerial events, see AFPD 11-1, *Flying Hour Program*, and AFI 11-209, *Air Force Participation in Aerial Events* (formerly AFR 60-18). See [Attachment 1](#) for a glossary of references, abbreviations, and acronyms.

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**(AFSPC) This supplement implements and extends the guidance of Air Force Instruction (AFI) 35-201, *Community Relations*. The AFI is published word-for-word without editorial review. Air Force Space Command (AFSPC) supplemental material is indicated in bold face. This supplement describes AFSPC's procedures for use in conjunction with the basic AFI. It applies to HQ Air Force Space Command (AFSPC), its subordinate units, and to all Public Affairs offices supported by HQ AFSPC/PA. This supplement requires collecting and maintaining information protected by the Privacy Act of 1974 authorized by 10 U.S.C. 8013. System of records notice F190 SAFPA C, Public Affairs References, applies. Upon receipt of this integrated supplement discard the Air Force basic publication.**

## ***SUMMARY OF REVISIONS***

This is the first publication of AFI 35-201, substantially revising AFR 190-1. It directs users to consult Department of Defense (DoD) publications for guidance on participation in public events (paragraph **2.1.**) and airlift eligibility ( paragraph **2.4.**); clarifies procedures and approval authorities for aviation and nonaviation events (**Chapter 3**); clarifies the program, tour and participant requirements for civic leader tours (CLT) ( **Chapter 5**); deletes references to environmental matters, community relations during disaster operations, youth relations, and requests for information; and deletes procedures which apply only to the Air Force Art, Museum, and Band Programs.

**(AFSPC) The revision of this publication is to meet the format standards required by Air Force. No content material has changed. Some required format changes have been made to allow for the conversion process.**

## Chapter 1

### DEVELOPING A PROGRAM

**1.1. Objective.** Public affairs officers (PAO) develop community relations programs to:

- Help the installation's surrounding community understand, accept, and support the Air Force mission.
- Inspire patriotism.
- Encourage young men and women to serve in the military.

**1.2. The Public.** PAOs serve two basic audiences surrounding an installation: internal and external.

1.2.1. When developing programs to reach internal audiences, consider these groups:

- Active duty personnel and their families.
- Air National Guard and Air Force Reserve members.
- Civilian employees.
- Service academy cadets.
- Reserve Officer Training Corps (ROTC) auxiliary and cadets.
- Retired military personnel and their families.

1.2.2. When developing programs to reach external audiences, consider these groups:

- Community organizations (including civic, trade, industrial, veterans, youth, ethnic, women, religious, environmental, and educational groups).
- The Congress.
- Local, state, and Federal Government officials.
- Professional organizations.
- Civic leaders.

**1.3. Liaison with Service, Civic, and Professional Groups.** To maintain good community relations, PAOs:

- Keep an active file of organization titles, addresses, official missions, structure, places, and scheduled meetings and conventions.
- Establish personal contact with local civic leaders and encourage commanders (or their representatives) to serve as ex officio members who attend meetings of key local organizations. Direct questions about liaison with local organizations to the Secretary of the Air Force Office of Public Affairs (SAF/PA), Community Relations Division (SAF/PAC).

1.3.1. Local commanders may deal directly with local and regional chapters of national organizations. SAF/PAC deals with the headquarters of national organizations.

1.3.2. DoD serves as the point of contact for all requests from national organizations, except:

- Requests for information from organizations connected with the Air Force (for example, the Air Force Association [AFA] and the Air Force Sergeants Association [AFSA]).

- Requests for Air Force speakers.
- Information on contractual or consulting relationships.

**1.4. Community Relations Program Records.** PAOs at major commands (MAJCOM) and field operating agencies (FOA) inform SAF/PA of all significant community relations programs. Keep accurate records to:

- Evaluate the program's effectiveness.
- Identify the program's problems and needs.
- Answer questions from Congress, the media, and the general public.
- Recognize outstanding command or individual accomplishments.
- Coordinate programs involving the Federal Government and foreign governments.

**1.4.1. (Added-AFSPC) Use AFSPC Form 8, Noise Complaint Record, to establish a record of public noise complaint and to coordinate response. Form is maintained to document possible trends in complaints and standardizes the process.**

## Chapter 2

### PUBLIC EVENTS

**2.1. Proper Participation.** Because limitations of time and resources make it impossible to grant all requests, "don't do for one what you can't do for all." PAOs evaluate requests for Air Force participation in public events according to these four categories: program, sponsor, site, and support (see participation tables in DoD Instruction 5410.19).

2.1.1. Follow these additional guidelines for local events:

2.1.1.1. You may use government facilities for non-DoD civilian events if the civilians reimburse costs.

2.1.1.2. Civilian groups may provide nonaviation-related entertainment on base if they don't publicize the event with handouts, speeches, program contents, or other forms of promotion ( *EXCEPTION*: Announcements required solely to inform people of the event).

2.1.1.3. Active duty personnel may appear in uniform at local civic events when:

- The event meets the basic participation criteria (see paragraph [2.1.](#)).
- The commander approves uniform wear.
- One can participate with no cost to the government.
- One volunteers to attend the event.
- One's participation doesn't interfere with other duties.

**2.2. Interagency Programs.** Installation PAOs coordinate with SAF/PAC on interagency programs. SAF/PAC coordinates the program with DoD.

2.2.1. The President authorizes interagency participation in events when such participation will strengthen international ties (the US Interagency Exhibits Committee serves as the approving authority).

2.2.2. DoD gives guidance to Air Force and overseas unified commands on annual budgets for interagency programs. MAJCOMs with interagency costs must include these costs in their budgets. The Air Force only contributes funds to interagency events in which it has a primary interest paragraph [2.3.1.](#)

2.2.3. The requesting agency pays any costs incurred when borrowing Air Force items, including transportation, loss, necessary repairs, or reconditioning.

**2.3. Funding Requirements.** PAOs must keep costs for

Air Force participation in community relations events to a minimum. Avoid participating in events that require additional expenses unless it's clearly in the best interest of the Air Force.

2.3.1. In primary interest events, the participating unit must cover all costs. Send requests to participate in these public events to SAF/PAC 60 days before the scheduled date:

- Events in the national interest or of unique benefit to the United States.
- Professional, scientific, or technical events of interest to the Air Force.

2.3.2. In mutual interest events sponsored by civilian organizations, the sponsor assumes any expenses beyond the unit commander's share of costs (unit costs are continuing costs that would exist even if the Air Force didn't participate in the event, including pay and allowances, and incidental expenses such as local transportation and telephone calls). Civilian sponsors must reimburse the Air Force for all additional costs, including:

- Travel.
- Equipment and personnel.
- Per diem.
- Cost of shipping materials, when shipped commercially.
- Rental space, utilities, and custodial services.
- Cost of shipping aviation fuel if not available at military contract prices.

2.3.3. The three SAF/PA regional offices (SAF/PA-WR, SAF/PA-ER, and SAF/PA-MR) may waive the per diem cost and payment requirement and accept locally furnished meals and quarters that meet government standards. Do not delegate waiver authority without approval from SAF/PAC. Sponsors must provide ground transportation, exhibits, space, utilities, custodial services, and any other required services.

**2.4. Public Affairs Airlift, Orientation Flights, and Humanitarian Airlift.** For guidance on eligible passengers see DoD Regulation 4515.13-R.

## Chapter 3

### MILITARY EVENTS

**3.1. Nonaviation Support.** Event sponsors requesting nonaviation support send requests to the nearest military installation using DD Form 2536, **Request for Military Band/Personnel/Equipment Support**.

3.1.1. Send requests for support within the National Capital Region (NCR) to SAF/PAC for approval. ( *Note: The NCR includes the District of Columbia; Montgomery and Prince Georges Counties in Maryland; Fairfax, Loudon, and Prince William Counties in Virginia; and the cities of Alexandria, Arlington, Fairfax, and Falls Church in Virginia.* )

3.1.2. Send requests for approval of events that may attract national or international media coverage to SAF/PAC 60 days before the event.

3.1.3. The unit commander, MAJCOM, and SAF/PAC must approve requests for exceptions to policy.

**3.2. Aviation Support.** See [Attachment 2](#) and [Attachment 3](#) for the approval authority for each type of aviation event.

**3.3. Military Aircraft.** Sponsors may request military aircraft for aviation-related events both on- and off-base.

3.3.1. Sponsors must request DoD approval using DD Form 2535, **Request for Military Aerial Support**. (DoD delegates the approval authority to theater commanders at overseas units.)

3.3.2. Sponsors must request an exception to policy for military aircraft to participate in nonaviation-related events. Request exceptions from SAF/PAC no later than 45 days before the event. Fully justify the request and get MAJCOM concurrence.

**3.4. Demonstration Teams.** SAF/PAC sends requests for performances by the US Air Force Air Demonstration Squadron (Thunderbirds) to DoD by 15 August for the following year.

3.4.1. Installations send requests through their MAJCOMs. MAJCOMs must send requests to SAF/PAC by 1 August.

3.4.2. Other services may submit their requests directly to DoD.

3.4.3. Sponsors of civilian events must submit requests to DoD using DD Form 2535. PAOs may assist sponsors in completing the forms, but must not submit requests for them.

3.4.4. If a performance is canceled, the requesting organization (or the organization coordinating with a civilian requester) must send a message through PA channels to: OATSD/PA-DCR, SAF/PAC, HQ USAF/ XOO, ACC/PA, and ACC/DO. Include in the message:

- The date and place of the scheduled performance.
- The reason for the cancellation.
- The name of the person canceling, including his or her affiliation and telephone number.

3.4.5. Foreign units (except Canadian units) must get DoD approval to perform at stateside Air Force installations. These performances must be at no cost to the government.

**3.5. Parachute Demonstrations.** The Air Force restricts parachute demonstration team events to airports, open bodies of water, or areas where adequate crowd control can be ensured. Participation must be limited to 3 days. MAJCOMs may approve participation for both on- and off-base demonstrations. See [Attachment 2](#) (Note 3) and [Attachment 3](#) (Note 2).

**3.6. Record Attempts.** The Air Force restricts record attempts to aircraft assigned to operational units for at least 6 months. Don't set up such events in any way that implies competition between the services.

3.6.1. MAJCOMs send requests for record attempts to HQ USAF/XOO (info SAF/PAC) for approval by OATSD/PA.

3.6.2. The Office of the Assistant Secretary of the Air Force for Acquisition (SAF/AQ) must approve record attempts by any aircraft in a research and development (R&D) program.

**3.7. Civil Aircraft Aerobatic Performances.** When organizing on-base civil aerobatic performances, PAOs should try to educate the public about military history. If DoD aerial demonstration teams are unavailable, try to make sure that the demonstration aircraft have historic military significance.

3.7.1. MAJCOMs approve civil aircraft aerobatic performances at Air Force open houses see paragraph [6.2.2.](#) and subparagraphs.

3.7.2. Before requesting approval, unit commanders must ensure the Federal Aviation Administration (FAA) completes its evaluation of the demonstration site and maneuver package and verifies current pilot certification.

3.7.3. The Air Force does not accept liability for damage to civil aircraft. Civil aircraft operators must have a civil aircraft landing permit as directed by AFJI 10-1001, *Civil Aircraft Landing Permits* (formerly AFR 55-20).

3.7.4. Civilian sponsors may not hold Air Force personnel liable for maintenance work performed on civil aircraft. Air Force personnel only perform safety-of-flight maintenance.

3.7.5. The Air Force bills civilian organizations for government equipment not returned in original condition and for all government resources that go into repairs.

3.7.6. To expedite emergency repairs, commanders may designate work areas to be used by non-DoD personnel, grant access to shop facilities, and (if requested) authorize volunteer assistance by Air Force maintenance personnel.

3.7.7. Starting 24 hours after the close of the event, the Air Force charges storage fees to civil aircraft delayed due to safety-of-flight maintenance. See AFPD 10-10, *Civil Aircraft Use of US Air Force Airfields*, and AFJI 10-1001 for additional policy guidance and instructions.

## Chapter 4

### PARTICIPATION BY DISTINGUISHED PERSONS

**4.1. Appearances and Speeches.** Participants must ensure their public appearances and speaking engagements:

- Don't interfere with assigned duties.
- Are nonpartisan (see AFI 51-902, *Political Activities by Members of the US Air Force* [formerly AFR 110-2]).
- Don't imply Air Force sponsorship, agreement, or endorsement.
- Don't violate AFPD 36-29, *Military Personnel Standards*.
- Don't violate Air Force ethics or Office of Government Ethics rules.
- Don't require them to address subjects outside of the Air Force purview.

4.1.1. Speakers must submit their remarks or speeches for security and policy review (see AFI 35-205, *Air Force Security and Policy Review Program* [formerly AFR 190-1] for review requirements).

4.1.2. PAOs must report requests for speeches or appearances at public events in the NCR to SAF/PAC. Indicate whether the invitation is accepted or declined.

4.1.3. SAF/PAC determines whether participating in the event is desirable, optional, or inadvisable.

4.1.4. CONUS commanders report invitations to honor foreign nationals or dignitaries to the Deputy Under Secretary of the Air Force for International Affairs, Disclosure Implementation Division (SAF/IADD).

4.1.5. Organizations in the NCR don't need to coordinate events of local interest unless senior leaders are involved.

**4.2. Nonchoir and Choir Audiences.** When organizing speaking engagements, PAOs must distinguish between the two types of audiences: choir and nonchoir (see AFPD 35-2).

4.2.1. While it is important to keep audiences who already support the Air Force informed, it is equally important to gain new support in communities. Try to schedule a majority of speeches to nonchoir audiences, because they are unfamiliar with Air Force missions, programs, and issues and are not predisposed to accept an Air Force position.

**4.3. National Civic Outreach Program (NCOP).** Air Force general officers and civilians of equivalent grade serve as participants in NCOP. The program includes at least one speech to a nonchoir audience combined with a media activity in strategically important cities selected by the MAJCOM and SAF/PAC.

4.3.1. SAF/PAC annually assigns NCOP cities to MAJCOMs.

4.3.2. PAOs, especially those near strategically important cities, must:

- Be familiar with the program and its objectives.
- Assist with identifying public affairs opportunities.

**4.4. Speakers Bureau.** PAOs must:

- Keep current records on active or potential military and civilian speakers.
- Keep current records on participating and potentially participating civilian organizations, especially nonchoir groups.
- Keep prepared speeches, speech material, and briefing material from local commanders and staff, plus material received from higher headquarters for the unit's cadre of speakers to use.
- Try to notify organizations throughout their areas of the availability of speakers and topics.

**NOTE:**

Security and policy review handles clearances for speeches see paragraph **4.1.1**.

**4.4.1. (Added-AFSPC) Use AFSPC Form 35, Speaker's Bureau Data Record, to record information about members of the command's Speaker's Bureau Program. This information is vital to matching the appropriate speaker to the appropriate engagement.**

**4.4.2. (Added-AFSPC) Use AFSPC Form 116, Request for Speaker, to record pertinent information regarding request for speakers.**

**4.5. Speech Report.** Each MAJCOM, FOA, and Air Staff deputate with a general officer or civilian equivalent assigned must submit a speech report (RCS: SAF-PAC(M)7102, *Public Communication Report*). Submit reports to SAF/PAC by the 10th day of each month (by computer, if possible).

4.5.1. SAF/PAC establishes the format for speech reports. Reports must include:

- The speaker's name, grade, title, and MAJCOM.
- The name of the organization where the speech was given.
- The location and date of the speech.
- The topic.
- Speeches for NCOP.

4.5.2. Don't report general officer speeches to internal audiences.

4.5.3. Spell out abbreviations and don't use acronyms.

4.5.4. Provide additional information and clarification if necessary.

4.5.5. Organizations with lieutenant generals, generals, and civilian equivalents must provide a 2-month forecast of planned speaking engagements.

4.5.6. Organizations with brigadier generals, major generals, and civilians of equivalent rank don't need to provide a 2-month forecast of planned speeches (report only completed speeches).

**4.6. Invitations to Distinguished Visitors.** Air Force organizations may invite distinguished visitors to attend appropriate functions. Send these invitations through channels to SAF/PAC.

4.6.1. Higher headquarters must endorse invitations for members of the Supreme Court, Cabinet Secretaries, and Principal Deputies to Cabinet Secretaries, and send them to SAF/PAC for approval. *EXCEPTION:* The Air Force Academy and Air University may send invitations directly to cabinet officers and principal deputies.

4.6.2. Commanders of MAJCOMs or FOAs may send invitations directly to officials up to and including: the Chairman, Joint Chiefs of Staff; the Secretary of the Navy or the Chief of Naval Operations; the Secretary or Chief of Staff of the Army; the Secretary or Chief of Staff of the Air Force; or Commandant of the Marine Corps. Notify SAF/PAC when these officials accept such invitations.

4.6.3. See AFPD 90-4, *Relations With Congress*, and AFI 90-401, *Air Force Relations With Congress* (formerly AFR 11-7) for guidance on invitations to the President of the United States, Vice President, or Members of Congress.

4.6.4. SAF/IADD must approve invitations from United States installations to foreign nationals.

4.6.5. For other invitations, follow command policy. Notify SAF/ PAC immediately if the visit will attract national attention.

**4.7. Congratulatory Messages.** Coordinate requests for anniversary messages from the Secretary of the Air Force and the Air Force Chief of Staff with SAF/PAC. Messages may acknowledge MAJCOM anniversaries at 5-year intervals and installations on their 50th anniversaries.

4.7.1. Submit requests to SAF/PAC at least 45 days before the anniversary and include:

- The recommended text.
- The full name, title, grade, and organization of person to whom message is to be addressed.
- A brief outline of the event (date, time, place, and other data) including how the message will be used.
- The date the requester should receive the message.

4.7.2. SAF/PAC handles requests for congratulatory messages from MAJCOMs, installations, public groups, or individuals.

4.7.3. SAF/IADD handles requests from foreign units and governments.

## Chapter 5

### CIVIC LEADER TOUR PROGRAM

**5.1. Purpose.** The Air Force invites civic leaders to travel to military installations according to DoD Regulation 4515.13-R.

**5.2. Program Requirements.** SAF/PAC administers the MAJCOM Civic Leader Tour (CLT) Program and requests MAJCOMs to submit airlift requirements annually.

5.2.1. A MAJCOM or other authorized headquarters must sponsor tours.

5.2.2. Unified commanders conduct their own programs according to DoD Regulation 4515. 13-R.

5.2.3. MAJCOMs must notify SAF/PAC at least 60 days in advance to request changes to dates or tours. To maintain airlift support, MAJCOMs must notify SAF/PAC immediately if a base cancels a tour for any reason. If the MAJCOM can't use the allocation, SAF/PAC will redistribute it to other commands.

5.2.4. SAF/PAC works with AMC/PAC to preserve and redirect airlift support.

5.2.5. SAF/PAC coordinates to secure airlift support from AMC for AFMC, AFSPACECOM, AETC, AFSOC, USAFA, SAF/PA regional offices, and AFDW.

5.2.6. ACC and AMC provide airlift for tours hosted by their commands. In those cases where one command "owns" the installation and a tenant command "owns" the airlift resources, use the airlift resources on that installation, regardless of command affiliation.

5.2.7. AMC provides airlift for commands other than ACC and for SAF/PA regional offices.

5.2.8. AETC uses its own airframes as much as possible, but AMC assists AETC with airlift when necessary.

5.2.9. MAJCOMs, SAF/PA regional offices, USAFA, and AFDW may conduct CLTs in these cycles:

- MAJCOMs: One CLT per base every other year.
- SAF/PA regional offices: One CLT in even-numbered years and two in odd-numbered years.
- USAFA and AFDW: One CLT every other year.

5.2.10. All tour sponsors must be aware of one another's tour schedules to avoid duplicating points of origin and invited guests. MAJCOMs, National Guard, and Reserve units report their tour schedules and updates to SAF/PAC, all other commands, and SAF/PA regional offices.

### **5.3. Tour Requirements:**

5.3.1. Participants fly on Air Force aircraft. Although sponsors may request passenger-configured aircraft, the participants will experience a more meaningful view of Air Force crew member travel if they fly on cargo-configured aircraft.

5.3.2. Units use aircrew proficiency training missions (within command flying hour allocations) to support CLTs.

5.3.3. Tour sponsors must:

- Limit tours to 2 days. Submit requests for waivers to SAF/PAC and include an itinerary and a letter of justification.
- Conduct tours within the 48 contiguous states.
- Include visits to installations in at least two commands.
- Schedule orientations, demonstrations, and briefings for normal duty hours.
- Include the senior Air Force commander and PAO at the point of origin as military escorts on flights.
- Retain emergency information on each participant until the end of the tour see paragraph [5.4.3](#).

5.3.4. Sponsors must not:

- Schedule CLTs to the Pentagon or Washington, DC.
- Include peripheral activities (such as golfing or other athletic events) in itineraries.
- Provide alcoholic beverages to guests aboard aircraft and buses.

**5.4. Participant Requirements:**

5.4.1. Sponsors must:

- Ensure that CLTs are not composed of predominantly one organization (for example, the military affairs committee of the local chamber of commerce).
- Include participants from a cross-section of community leadership, based on age, sex, race, ethnic, and occupational backgrounds.
- Issue invitations only on a by-name, by-tour basis. Fill last-minute cancellations in the same way.

5.4.2. Sponsors must not include:

- The press or members of Congress and their staffs.
- More than 40 people on a CLT.
- Individuals who have participated in a CLT in the past 2 years.
- Spouses of retired military members unless they qualify as bona fide civic leaders.

5.4.3. Participants must:

- Confirm that they are in good health and physical condition.
- Assume full financial responsibility for their own billeting, meals, and other personal expenses during the tour.
- Furnish the name, address, and telephone number of a person to contact in case of emergency.

## Chapter 6

### BASE TOURS, OPEN HOUSES, AND VISITS

#### 6.1. Base Tours. PAOs:

- Develop written guidance for conducting base tours.
- May give standard base tours to foreign nationals traveling on tourist passports without SAF/PAC approval (including foreign military trainees, DoD- or Air Force-sponsored groups traveling under invitational orders, and foreign dependents of US Armed Forces personnel).
- Must get approval to give base tours to foreign nationals from designated countries (formerly Eastern Bloc countries) traveling on official business, with government passports. Send requests through the MAJCOM in time for them to arrive at SAF/PAC no later than 60 days before the tour. Include the name of each visitor, country of origin, and proposed tour agenda. SAF/PAC sends the request to SAF/IADD.

#### 6.2. Open Houses. Open houses highlight the Air Force mission, traditions, and heritage. They must not take on the atmosphere of a carnival, circus, civilian airshow, or fair.

6.2.1. PAOs must provide comprehensive guidelines to the installation project officer before the first open house meeting. *Note: Don't appoint PAOs as overall open house project officers.*

6.2.2. In keeping with the spirit and purpose of military open houses, civil aircraft performances are permitted if they supplement or enhance the effectiveness of military activities (see paragraph 3.7. and subparagraphs).

6.2.2.1. Civil aircraft performances are limited to 33 percent of the total actual performance time, unless approved by SAF/PA. *EXCEPTION:* For purposes of the 33-percent limit only, vintage military ("warbird") aircraft operated by not-for-profit organizations that primarily relate to military history are not considered civil aircraft performances.

6.2.2.2. Commercial sponsorship of civil aircraft performances may be solicited under the same conditions as other commercial sponsorship (see DoD Directive 5410.18 and DoD Directive 1015.1, *Establishment, Management, and Control of Nonappropriated Fund Instrumentalities*, August 19, 1981, with Change 1).

#### 6.3. Joint Civilian Orientation Conference (JCOC). The Secretary of Defense sponsors this periodic conference to brief civic leaders on military affairs and give them tours of military installations. PAOs must give JCOC events the highest priority.

#### 6.4. Congressional Visits. See AFI 90-401 for guidance.

## Chapter 7

### SPECIAL OBSERVANCES

**7.1. Veterans Day.** The Veterans Day National Committee designates certain communities as regional sites for observances of this annual national holiday.

7.1.1. SAF/PAC requests that an Air Force project officer be appointed for each site.

7.1.2. When the committee designates the Air Force as the lead service for the Veterans Day event, SAF/PAC requests a nomination for a DoD event coordinator from the nearest installation.

7.1.3. DoD coordinators must:

- Arrange all military support, including National Guard and Reserve components. DoD coordinators may communicate directly with the OATSD/PA-DCR point of contact.
- Follow all instructions from OATSD/PA-DCR.

**7.2. Armed Forces Day.** SAF/PAC sends DoD guidance to field public affairs offices and requests project officers and DoD coordinators as outlined in paragraph **7.1.** and subparagraphs.

## Chapter 8

### WHAT PEOPLE DO

#### 8.1. DoD and SAF/PA. DoD and SAF/PA both must approve:

- National and international programs, including conventions and meetings ( *EXCEPTION*: overseas areas under unified or specified commands).
- Programs requiring liaison between DoD and the Washington, DC offices of national organizations ( *EXCEPTION*: Air Force special interest groups, such as the Air Force Association [AFA] or Air Force Sergeants Association [AFSA]).
- Programs providing information or other support to national organizations.
- Programs outside the United States that are not within a unified or specified command's area of responsibility.
- Participation in interagency programs (see paragraph 2.2.).
- Participation in national and professional sports events.
- Certain aircraft, related equipment, and personnel participation (see DoD Directive 4500.9).
- Events of professional, technical, or scientific interest to the Air Force when participation will result in additional cost to the government.
- Air Force support of community relations activities in the NCR, except for speaking engagements to nonforeign groups.

#### 8.2. SAF/PA. SAF/PA must approve (through channels):

- Participation by units (other than US Air Force Recruiting Service) in events that support Air Force recruiting and will result in additional cost to the government.
- Requests for certain aircraft, related equipment, support, and personnel.
- Public affairs airlift (see DoD Regulation 4515.13-R).
- Invitations from a foreign host in the NCR.
- Civic leader tours lasting longer than 2 days see paragraph 5.3.3.
- Displays from the US Air Force Art Collection (see AFI 35-204, *Art Program* [formerly AFRs 190-1 and 190-4]).

#### 8.3. MAJCOMs. MAJCOMs may approve the use of community relations resources. They may delegate this authority to subordinate commanders who manage the resources.

8.3.1. Higher headquarters must approve program proposals that exceed the capabilities of local support or the scope of the local public affairs officers. Include in the proposal:

- A description of the scope of the program.
- Comments concerning expected civilian reaction.
- Recommendations.
- Expected benefits.

8.3.2. In the United States, MAJCOMs must coordinate community relations programs and public events with affected unified and specified commands.

8.3.3. Oversea MAJCOMs must advise SAF/PAC when participating in significant public events overseas.

**8.4. Local Commanders.** Local commanders may approve participation in local events jointly planned and conducted by border communities of the United States, Mexico, and Canada.

**8.5. Unified and Specified Commands.** Unified and specified commands must coordinate with HQ USAF and MAJCOMs on programs requiring Air Force support.

8.5.1. Unified commanders may approve overseas public events and participation in those events. They may also delegate this authority.

8.5.2. Unified command policy takes precedence over Air Force policy in overseas locations.

**8.6. Forms Prescribed:**

- DD Form 2535, **Request for Military Aerial Support.**
- DD Form 2536, **Request for Military Band/Personnel/Equipment Support.**

**(AFSPC) AFSPC Form 8, Noise Complaint Record.**

**(AFSPC) AFSPC Form 35, Speaker's Bureau Data Record.**

**(AFSPC) AFSPC Form 116, Request for Speaker.**

WALTER S. HOGLE, JR., Brig General, USAF  
Director of Public Affairs

## Attachment 1

### GLOSSARY OF REFERENCES, ABBREVIATIONS, AND ACRONYMS

#### *References*

DoD Directive 1015.1, *Establishment, Management, and Control of Nonappropriated Fund Instrumentalities*, August 19, 1981, with Change 1

DoD Directive 4500.9, *Transportation and Traffic Management*, January 26, 1989, with Changes 1 and 2

DoD 4515.13-R, *Air Transportation Eligibility*, January 1980, with Change 1 (Authorized by DoD Directive 4515.13, June 26, 1979)

DoD Directive 5410.18, *Community Relations*, July 3, 1974, with Change 1

DoD Instruction 5410.19, *Armed Forces Community Relations*, July 19, 1979

AFPD 10-10, *Civil Aircraft Use of US Air Force Airfields*

AFJI 10-1001, *Civil Aircraft Landing Permits* (formerly AFR 55-20)

AFPD 11-1, *Flying Hour Program*

AFI 11-209, *Air Force Participation in Aerial Events* (formerly AFR 60-18)

AFPD 35-2, *Public Communications Programs*

AFI 35-204, *Art Program* (formerly AFRs 190-1 and 190-4)

AFI 35-205, *Air Force Security and Policy Review Program* (formerly AFR 190-1)

AFPD 36-29, *Military Personnel Standards*

AFI 51-902, *Political Activities by Members of the US Air Force* (formerly AFR 110-2)

AFPD 90-4, *Relations With Congress*

AFI 90-401, *Air Force Relations With Congress* (formerly AFR 11-7)

#### *Abbreviations and Acronyms*

**ACC**—Air Combat Command

**AETC**—Air Education and Training Command

**AFDW**—Air Force District of Washington

**AFI**—Air Force Instruction

**AFMC**—Air Force Materiel Command

**AFSPACECOM**—Air Force Space Command

**AFSOC**—Air Force Special Operations Command

**AMC**—Air Mobility Command

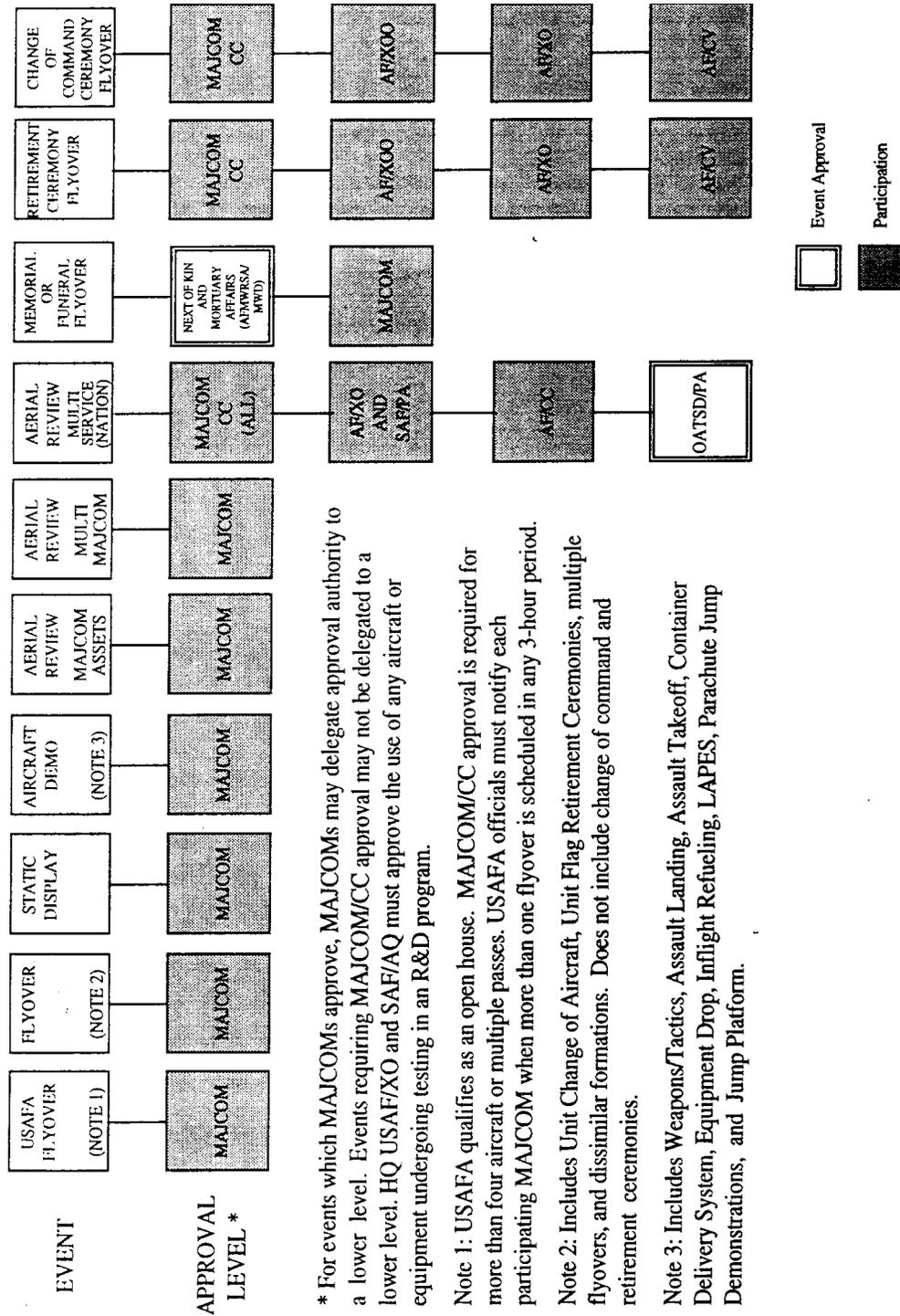
**CLT**—Civic Leader Tour

**CONUS**—Continental United States

**DoD**—Department of Defense  
**FOA**—Field Operating Agency  
**JCOC**—Joint Civilian Orientation Conference  
**LAPES**—Low Altitude Parachute Extraction System  
**MAJCOM**—Major Command  
**NCOP**—National Civic Outreach Program  
**NCR**—National Capital Region  
**OATSD/PA**—Office of the Assistant to the Secretary of Defense for Public Affairs  
**OATSD/PAC-DCR**—Office of the Assistant to the Secretary of Defense for Public Affairs, Directorate for Community Relations  
**PAO**—Public Affairs Officer  
**SAF/IADD**—Deputy Under Secretary of the Air Force for International Affairs, Disclosure Implementation Division  
**SAF/PA**—Secretary of the Air Force, Office of Public Affairs  
**SAF/PAC**—Secretary of the Air Force, Office of Public Affairs, Community Relations Division  
**SAF/PA-ER**—Secretary of the Air Force, Office of Public Affairs, Eastern Region  
**SAF/PA-MR**—Secretary of the Air Force, Office of Public Affairs, Midwest Region  
**SAF/PA-WR**—Secretary of the Air Force, Office of Public Affairs, Western Region  
**USAFA**—US Air Force Academy

## Attachment 2

### APPROVAL FOR ON-BASE AERIAL EVENTS



### Attachment 3

## APPROVAL FOR OFF-BASE AERIAL EVENTS

